



Policy: 2005
Procedure: 2005.03
Chapter: Human Resources
Rule: Uniform Requirements: Health Services, Food Service, Recreation, and Maintenance Personnel

Effective: 05/25/05
Replaces: 2005.03
Dated: 08/10/98

Purpose:

All Arizona Department of Juvenile Corrections (ADJC) employees shall maintain high standards of personal hygiene, grooming, and neatness while on duty. Employees in certain job classifications may be required to wear a uniform when on duty; e.g., medical and dental staff, food service, maintenance, janitorial, grounds-keeping, and recreation staff. All agency supervisors shall continuously review the dress and grooming practices of employees.

Rules:

1. **NON YCO SERIES UNIFORMED PERSONNEL** shall follow the general uniform and dress requirements as below. **EMPLOYEES** shall wear:
 - a. Uniforms which are clean, pressed, and in good condition with no stains or patched areas;
 - b. Uniforms which fit properly without undue bagginess or tightness, buttons buttoned with no unsightly bulging or strain at the buttonholes;
 - c. Shoes and boots which are low heeled with closed toe and heels, kept in good condition, and, if applicable, shined;
 - d. Only regulation uniforms.
2. **EMPLOYEES** shall not wear short shorts.
3. **NON YCO SERIES UNIFORMED PERSONNEL** shall use grooming standards as required in procedure 2005.01 "Non-uniformed Employees' Dress Code".
4. **FOOD SERVICE SUPERVISORS** shall wear ADJC issued pants and shirts. If temporarily filling a shift assignment, the **SUPERVISOR** shall wear a white apron and appropriate head covering while working in the food preparation and service areas. **FOOD PREPARATION AND SERVICE PERSONNEL** shall wear:
 - a. Issued pants, shirts, and a white, bib-style apron for daily use;
 - b. Baseball caps or hair nets, as appropriate;
 - c. Rented uniforms issued and laundered at ADJC expense;
 - d. Closed heel and toe shoes appropriate for use around periodically wet or slippery floors.
5. **MAINTENANCE, GROUNDSKEEPING, JANITORIAL, AND WAREHOUSE PERSONNEL** shall wear ADJC issued grey pants and grey shirts; **EMPLOYEES:**
 - a. Shall supply their own belt;
 - b. May wear a cap or large brimmed hat;
 - c. Shall wear personal protective equipment issued by the state, if such precautions are necessary to meet risk management and job safety standards, i.e., state owned personal protective equipment such as lower back support belts, safety shoes, and safety glasses.
6. Only **RECREATION AND GROUNDSKEEPING PERSONNEL** are authorized to wear athletic shorts, walking shorts, or other shorts on a regular basis. Shorts shall be of mid-thigh or longer length. Employees may wear:
 - a. Golf shirts and other shirts with sleeves;
 - b. Tennis shoes but may not wear sandals.

7. **MEDICAL AND DENTAL PERSONNEL** shall wear hosiery. **MEDICAL AND DENTAL PERSONNEL** may wear:
- "Scrub" uniforms, slacks, dresses, denim pants other than blue, navy, khaki, or black cargo pants, or a laboratory coat over professional civilian clothes as standard attire;
 - Conservative accessories in compliance with infection control standards;
 - Hats which are limited to outdoor use.
8. **SHIFT SUPERVISORS** shall hold a uniform inspection at the beginning of each shift and shall identify any employee found to be out of compliance:
- SUPERVISORS** shall send staff found to be out of compliance home without pay to correct the deficiency and return immediately;
 - SUPERVISORS** shall take appropriate disciplinary action for employee failure to meet uniform standards.

| Effective Date: | Approved by Process Owner: | Review Date: | Reviewed By: |
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